Asset List By Group

Report Module Guide: Asset List by Group

Module Location

Fixed Asset > Reports > Asset List by Group

Module Objective

The **Asset List by Group** module is used to generate a complete list of all company fixed assets, organized and grouped by their category (e.g., Buildings & Improvements, Machinery, Office Equipment, Vehicles). This report is crucial for financial reporting purposes, especially in preparing schedules or notes to the financial statements related to fixed assets.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Group Filter**:
  - Select **All Groups** to display all assets from all categories, or select **By Asset Group** to choose one or more specific groups you wish to see.
- **Currency**:
  - Set the currency preference for the report.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially the asset group filter.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a structured list of assets, grouped by their asset category, such as **BUILDING AND IMPROVEMENTS** and **MACHINERIES**.

This report displays complete details for each asset, including:

- Asset Name
- Status
- Acquisition Date
- Acquisition Cost
- Current Balance (Book Value).

Tips & Important Notes

- Use this report as an **attachment or schedule for Fixed Assets** for the official Financial Statements.
- This report helps in analyzing the **composition of the company's fixed assets** (for example, what is the total value of machinery compared to vehicles).
- The accuracy of this report depends on the correct **Asset Group** being selected when registering an asset in the **Asset List** module.

Revision #1
Created 9 October 2025 13:15:54 by Sayu
Updated 9 October 2025 13:18:38 by Sayu